



ATTENDANCE POLICY

Approved by	 Principal	Date of Issue	September, 2026	Review Date	September, 2027
Responsible Office	Attendance Team	Available	School Website, Principal's office		

Purpose of the Policy

The purpose of this revised policy is to **strengthen attendance expectations** across the school due to **continuously weak attendance patterns observed over the past academic years**. Consistent attendance is essential for academic success, learning continuity, and student wellbeing. This policy ensures that all stakeholders understand their responsibilities and that clear procedures, rewards, and consequences are in place to maintain **Good to Outstanding attendance**.

Introduction

Regular attendance and punctuality are fundamental to effective learning. Students who attend school consistently perform better academically, socially, and emotionally. Due to **ongoing concerns regarding low attendance**, PHSS has revised this policy to reinforce expectations, introduce a structured reward system, and ensure early identification and intervention for attendance issues.

This policy is aligned with the RAK DOK Attendance Policy (RAKDOK-POL-2025-06), UAE Ministry of Education requirements, and the Parent–School Contract.

Key Definitions and Regulatory Thresholds

Attendance Rate: percentage of days a student is present compared with the total number of school days in the academic year.

Excused Absence: absence supported by a valid reason and appropriate documentation, such as documented illness, bereavement, or approved exceptional leave.

Unexcused Absence: absence without valid justification or prior school approval, including holidays taken during the academic term.

Chronic Absenteeism: more than 10 consecutive or 15 non-consecutive days of absence across the academic year without valid justification.

School Targets: minimum overall attendance of 92%, aspiration of 96%–100%, and at least 98% daily punctuality.

Roles and Responsibilities

Parents

Parents are responsible for:

- Ensuring their child attends school daily and arrives on time.
- Informing the school on the first day of absence.

- Providing valid reasons for all absences.
- Scheduling family vacations only during school breaks.
- Encouraging children to value attendance and discouraging unnecessary absence.
- Scheduling appointments outside school hours whenever possible.
- Informing the school in advance if an appointment during school hours is unavoidable.
- Providing appropriate supporting documentation for excused absences. Illness must be documented by a doctor's report certified by official medical authorities, in accordance with RAK DOK requirements.

Teachers

Teachers are responsible for:

- Recording accurate daily attendance promptly in the school-approved system and ensuring records are available for submission through AL MANHAL or any other system approved by RAK DOK.
- Monitoring individual and class attendance and identifying irregular patterns.
- Reporting unexplained absence, repeated lateness, early departure, and emerging absenteeism patterns immediately through the school escalation procedure.
- Implementing reward and monitoring systems for students with low attendance.
- Emphasizing the importance of punctuality and attendance to students.
- Discussing attendance concerns during parent-teacher meetings when needed.
- Modelling punctuality by arriving on time for all classes.

Principal / Head of School / Senior Leadership

Senior leadership is responsible for:

- Overseeing overall student attendance.
- Ensuring the school attendance policy, procedures, monitoring, interventions, documentation, and reporting remain compliant with RAK DOK requirements.
- Approving only exceptional leave that meets authorised-absence requirements; holidays during the academic term are treated as unexcused absence.
- Highlighting the importance of attendance in assemblies and publications.

- Ensuring prompt intervention for persistent or chronic absenteeism and written reporting to RAK DOK when a student reaches 10 consecutive or 15 non-consecutive days of unexcused absence.

The Principal and Board of Governors are accountable for ensuring that plans are in place to achieve the minimum attendance target. Comprehensive records of attendance, communications, interventions, warnings, and improvement plans must be available for RAK DOK audit or request.

Managing Attendance

Strategies for Maximizing Attendance

- Students achieving **100% attendance each term** will receive certificates.
- Students maintaining **96%–100% attendance for the full academic year** will receive a **Yearly Attendance Certificate**.
- Attendance below 92% triggers formal school monitoring and an attendance improvement response. Parents will be contacted and may be required to attend a meeting; support and intervention will be documented.
- Where attendance continues to decline, or patterns of unauthorised absence persist, the case will be escalated to senior leadership and a documented Attendance Improvement Plan will be implemented with the parent and student.
- Students with frequent “odd days” off will have their attendance patterns closely monitored.
- Unauthorised absence is monitored cumulatively. A formal written warning will be issued for each five days of unauthorised absence. A student reaching more than 10 consecutive or 15 non-consecutive unexcused days in the academic year meets the RAK DOK threshold for chronic absenteeism and must be reported to RAK DOK in writing.

Reward, Intervention & Accountability System (RAK DOK Aligned)

Reward System

- Students demonstrating excellent or improved attendance and punctuality may be recognised through certificates, assemblies, commendations, or other non-academic rewards. The school will not alter examination marks solely as an attendance reward.

- Students maintaining **96%–100% attendance for the entire year** will receive a **Yearly Attendance Certificate**.

Attendance Intervention Thresholds

The school will use escalating attendance interventions rather than examination-mark deductions. Academic marks must reflect assessed learning outcomes.

- Below 92%: formal monitoring, parent contact, documented review of causes, and targeted attendance support.
- Persistent decline / repeated unauthorised absence: senior leadership meeting and individual Attendance Improvement Plan.
- 5 days unauthorised absence: official warning; 10 consecutive or 15 non-consecutive unexcused days: chronic absenteeism threshold and written RAK DOK reporting, with further action under the regulatory process.

Undertaking for Long Absences

- After five days of unauthorised absence, the first official warning will be issued and parents will be required to meet the school and sign an attendance undertaking / improvement plan. Further official warnings will be issued for each additional five days of unauthorised absence, in line with the RAK DOK escalation requirement.

Acceptable and Unacceptable Reasons for Absence

Acceptable Reasons

- Illness supported by a doctor's report certified by official medical authorities.
- Medical appointments scheduled before the absence, and official/government matters supported by appropriate documentation.
- Approved exceptional leave and urgent family travel only where permitted by RAK DOK and supported by the required evidence; bereavement for a first- or second-degree relative is authorised for a maximum of three days.

Other RAK DOK-authorised circumstances include official/patriotic duties assigned to the student and approved by the Principal; travel to accompany a first-degree relative for medical treatment with accredited proof (normally not exceeding one month unless RAK DOK permits an extension); and, at school discretion, one or two consecutive days up to a maximum of five days in an academic year for reasons accepted by school administration.

Unacceptable Reasons

- Birthdays
- Buying new shoes or uniforms
- Visiting relatives
- Entertaining guests
- Leaving early for weekend travel

School Actions for Non-Attendance

- Parents will be contacted promptly on the same school day for any unexplained absence after the attendance register is closed.
- All unexplained and unauthorised absences, parent communications, warnings, meetings, undertakings, counselling/support, and interventions will be formally documented and retained for RAK DOK review.
- Persistent absence will result in a formal parent meeting, an Attendance Improvement Plan, counselling/support where appropriate, and continued senior-leadership monitoring.
- Students exceeding 10 consecutive or 15 non-consecutive days of unauthorised absence are at risk of suspension/expulsion only through the RAK DOK process: three official warnings (one per five days), review by the school educational committee, recommendation by the Principal, and RAK DOK approval before any suspension decision.

RAK DOK Attendance and Punctuality Targets:

Attendance / Punctuality Measure	RAK DOK / School Expectation
Minimum overall school attendance	92%
School attendance aspiration	96%–100%
Daily punctuality target	At least 98% on time
Chronic absenteeism threshold	More than 10 consecutive or 15 non-consecutive unexcused days
Formal warning cycle	One official warning for each 5 days of unauthorised absence

Punctuality

Lateness

- Students must arrive before the school's official start/assembly time. All lateness must be recorded, and late students must follow the school late-pass procedure before entering class.
- Attendance at Assembly is compulsory on the first and last working day of each term.
- Latecomers will not enter class without Supervisor's written consent.
- Persistent lateness and repeated early departure will trigger parent engagement, documented intervention, and, where necessary, appropriate disciplinary measures. The school target is at least 98% of students arriving on time daily.
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Leave and Absence

- Excused absence must be supported by the documentation required under RAK DOK. Students are responsible for completing work, assignments, and assessments missed during authorised absence.
- Students with contagious diseases must complete the quarantine period and present medical clearance.
- Leave approval is based on the authorised-absence criteria and supporting evidence required by RAK DOK. Family holidays during the academic term are unexcused absences.